

Instructions to view Disciplinary Actions on ACA site

1. Please select the module of the licenses you wish to view (Medical Facility Licensing or Adult-Use Establishment Licensing)



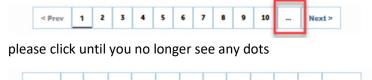
2. Please select the license type from the dropdown and click search



*Note: if you know the license number and wish to search for a specific licensee, it can be entered in the license number field before click search.



3. To make sure you are getting all the records available, please click on the three dots below that are located besides the next button



4. If you click on the words Disciplinary Action twice you will sort to the records that have public documents available



5. If there are Disciplinary Documents available, it will show in the right most column.



6. To view that records public documents please begin by clicking on the record number





7. Please then select Attachments under the "Record Info" Dropdown



8. Please click on the link under "Name" to view the document

